

**REGISTRATION AND UPDATING OF SUPPLIERS FOR
GOODS, SERVICES AND WORKS FOR FINANCIAL
YEARS 2026/2027 AND 2027/2028**

COMPANY NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

IF IN RESERVED GROUPS PLEASE INDICATE BELOW: (tick)

WOMEN

YOUTH

PERSONS WITH DISABILITY

TO:

THE KISIWA NATIONAL POLYTECHNIC

INSTITUTION TEL NO: 0110-096090

EMAIL: info@kisiwatech.co.ke

WEBSITE: www.kisiwanationalpoly.ac.ke

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MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
THE KISIWA NATIONAL POLYTECHNIC



Knowledge and Skills for better life
P. O. BOX 657 – 50200, BUNGOMA (KENYA)
Cell Phone: 0110-096090
Email: info@kisiwatech.ac.ke or principal@kisiwatech.ac.ke

Website: www.kisiwanationalpoly.ac.ke

TENDER NOTICE

17TH APRIL, 2026

TENDER REGISTRATION FOR SUPPLIERS FOR THE FINANCIAL YEARS 2026/2027 AND 2027/2028

SECTION I – INVITATION TO REGISTRATION OF SUPPLIERS

1.1 The Kisiwa National Polytechnic invites sealed applications from interested, competent and eligible firms for the supply and delivery of goods, provision of services and works as listed below:

SUPPLY AND DELIVERY OF GOODS (CATEGORY A)

S/NO	TENDER NO.	ITEM DESCRIPTION	ELIGIBILITY
1	KISNAP/PROC/01/2026-2028	Supply & delivery of dry food stuffs mineral water, soft drinks and other packaged drinks	Open
2	KISNAP/PROC/02/2026-2028	Supply & delivery of beef & allied products	Open
3	KISNAP/PROC/03/2026-2028	Supply & delivery of chicken, eggs & fish	Special groups
4	KISNAP/PROC/04/2026-2028	Supply and delivery of green groceries, vegetables and fruits	Open
5	KISNAP/PROC/05/2026-2028	Supply & delivery of firewood and charcoal	Special groups
6	KISNAP/PROC/06/2026-2028	Supply & delivery of stationery and related items	Special groups
7	KISNAP/PROC/07/2026-2028	Supply & delivery of cleaning materials, detergents and disinfectants	Special groups
8	KISNAP/PROC/08/2026-2028	Supply & delivery of staff uniforms, protective wears, curtains beddings & other related materials	Special groups
9	KISNAP/PROC/09/2026-2028	Supply & delivery of hardware & plumbing materials and equipment	Open
10	KISNAP/PROC/10/2026-2028	Supply & delivery of Building materials- sand, ballast ,timber and allied materials	Open

11	KISNAP/PROC/11/2026-2028	Supply & delivery of electrical and electronic materials, fittings and equipment	Open
12	KISNAP/PROC/12/2026-2028	Supply & delivery of computers, laptops, printers, photocopiers, computer accessories and software.	Special groups
13	KISNAP/PROC/13/2026-2028	Supply & delivery of cereals	Special groups
14	KISNAP/PROC/14/2026-2028	Supply & delivery of medical & science laboratory equipment, reagents, apparatus and other related materials	Open
15	KISNAP/PROC/15/2026-2028	Supply & delivery of games uniforms, sportswear and other related equipment	Open
16	KISNAP/PROC/16/2026-2028	Supply & delivery of hospitality equipment i.e. cutlery, cookery kitchen equipment.	Open
17	KISNAP/PROC/17/2026-2028	Supply & delivery of farm inputs equipment and related materials	Open
18	KISNAP/PROC/18/2026-2028	Supply & delivery of fuel and lubricants	Open
19	KISNAP/PROC/19/2026-2028	Supply & delivery of human drugs and dressing materials	Open
20	KISNAP/PROC/20/2026-2028	Supply & delivery of motor vehicle Spare Parts; tyres, tubes, batteries etc.	Open
21	KISNAP/PROC/21/2026-2028	Supply & delivery of furniture, fittings and equipment	Open
22	KISNAP/PROC/22/2026-2028	Supply & delivery of newspapers	Open
23	KISNAP/PROC/23/2026-2028	Supply & delivery of security gadgets and equipment	Open
24	KISNAP/PROC/24/2026-2028	Supply & delivery of hairdressing and beauty therapy products and equipment	Open
25	KISNAP/PROC/25/2026-2028	Supply & delivery of textbooks and reference materials	Open
26	KISNAP/PROC/26/2026-2028	Supply & delivery of alcoholic drinks	Special groups
27	KISNAP/PROC/27/2026-2028	Supply and delivery of firefighting equipment	Open
28	KISNAP/PROC/29/2026-2028	Supply & delivery of automotive, mechanical and welding materials and equipment	Open

PROVISION OF WORKS AND SERVICES (CATEGORY B)

S/NO	TENDER NO.	ITEM DESCRIPTION	ELIGIBILITY
29	KISNAP/PROC/29/2026-2028	Provision of printing services	Open
30	KISNAP/PROC/30/2026-2028	Provision of internet and network maintenance; website design, hosting and maintenance services	Open
31	KISNAP/PROC/31/2026-2028	Provision of security services	Open
32	KISNAP/PROC/32/2026-2028	Provision of sanitary services	Special groups
33	KISNAP/PROC/33/2026-2028	Provision of students and motor vehicles insurance services	Open
34	KISNAP/PROC/34/2026-2028	Provision of repair services and maintenance of ICT equipment i.e. photocopiers, printers, computers etc.	Special groups
35	KISNAP/PROC/35/2026-2028	Provision of consultancy services	Open
36	KISNAP/PROC/36/2026-2028	Servicing and maintenance of fire extinguishers	Special groups
37	KISNAP/PROC/37/2026-2028	Provision of motor vehicle repairs, body works and servicing	Open
38	KISNAP/PROC/38/2026-2028	provision of minor repairs, renovations, paintings, signwriting and labeling services	Special groups
39	KISNAP/PROC/39/2026-2028	Provision of small works, building construction, general civil work and plumbing works	Special groups
40	KISNAP/PROC/40/2026-2028	Provision of spraying and fumigation services	Special groups
41	KISNAP/PROC/41/2026-2028	Provision of catering and hospitality services; Event management services and day conference facility on-as and when required basis	Open
42	KISNAP/PROC/42/2026-2028	Provision of marketing and advertisement services	Open

Interested and eligible candidates may obtain further information from The Kisiwa National Polytechnic (Procurement office during normal working hours).

NOTE: Interested bidders **MUST** attach documentary evidence of the following:

1. All suppliers **MUST** register to the Electronic Government Procurement System-Portal (e-GP Portal) and attach proof of the same- Mandatory.
2. Certificate of registration /incorporation
3. Current copy of VAT and PIN certificate from KRA
4. Current single business permit
5. KRA Tax compliance certificate
6. Detailed company/ business profile
7. Copy of original payment receipts for bought tenders
8. Candidates applying for Insurance Service tender must attach current certificate from Insurance Regulatory Authority (IRA)
9. Recommendation letters from at least three (3) clients
10. Copy of AGPO Certificate for special groups.

Complete set of tender document may be obtained by interested candidate upon payment of non-refundable fee of Kshs.1, 000. Payment should be made to The Kisiwa National Polytechnic **Accounts Office**.

The document may be downloaded free of charge from the Institution website. www.kisiwanationalpoly.ac.ke

Applicants who download the tender documents must immediately email their names, contacts, details and tender number to info@kisiwatech.ac.ke for registration purposes.

Complete tender/pre-qualification documents are to be enclosed in plain sealed envelope clearly marked with tender reference number and category but no indication of the applicant should be deposited in the tender box at the administration block addressed to:

The Chief Principal/Secretary BOG

**The Kisiwa National Polytechnic
P.O Box 657- 50200
BUNGOMA**

So as to be received on or before **12th June, 2026 at 10:00AM.**

Tender opening shall take place immediately thereafter in the presence of bidders or representatives who choose to attend in the Institute boardroom. Any canvassing or giving false information will lead to automatic disqualification.

NOTE: Firms registered under with the national treasury under access to Government Procurement opportunities are encouraged to apply. All total quoted prices must include 16% vat and a capacity building levy of 0.03% of the contract price.

THE KISIWA NATIONAL POLYTECHNIC IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON GENDER, AGE AND PERSONS LIVING WITH DISABILITY.

- 1.2 Documents containing detailed instructions and requirements may be downloaded from the The Kisiwa National Polytechnic website www.kisiwatech.ac.ke free of charge. Applicant who downloads the tender and registration documents MUST immediately email their names, contact details and tender number to info@kisiwatech.ac.ke

Those wishing to register in more than one category will be required to download documents for each category.

NOTE:

- i. Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal ACT 2015.
- ii. Reserved is open to youth, women and persons with disability only.
- iii. In the open category; Youth, women and persons with disability are eligible to participate.
- iv. Tenderer/bidders must serialize/number all the pages and copies of documents attached and indicate the documents submitted on their own attached table of contents.
- v. All attachments shall be from the last page of this document, starting with the tenderer table of contents and all paged.

SECTION II – INSTRUCTION TO APPLICANTS

2.1 Introduction

The Kisiwa National Polytechnic referred to as the procuring entity intends to register suppliers for the mentioned goods, services and small works.

- 2.1.2 Registration is open to eligible firms and voluntary formed ventures as indicated in appendix instruction to applicants. Suppliers registered with Registrar of companies under the laws of Kenya in respective services are invited to submit their registration documents to the Principal The Kisiwa National Polytechnic so that they may be registered for submission of a quotation/tender for the provision of goods, works and services.
- 2.1.3 Prospective suppliers and contractors must have carried out successful delivery of similar services to Government/corporate/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

2.2 Submission of application

- 2.2.1 Applications for registration shall be submitted in a plain sealed envelope marked with the category name and reference number and deposited in the Tender Box located at the Administration Block, The Kisiwa National Polytechnic or be addressed and posted by registered mail to:

**The Chief Principal /Secretary BOG
The Kisiwa National Polytechnic
P.O Box 657- 50200
BUNGOMA**

So as to be received on or before **12th June, 2026**. Late applicants will be returned unopened.

- 2.2.2 The tender prepared by the tenderer, as well as correspondence and documents relating to the tender, exchanged by the tenderer and the Procuring entity, shall be written in English language.
- 2.3 Eligibility of applicants
- 2.3.1 This invitation for the registration is open to all candidates who are eligible as defined in the Kenya Public Procurement Law and Regulations.
- 2.3.2 The Kisiwa National Polytechnic employees, committee members, board members and their **relatives' (spouse and children) are not eligible to participate.**
- 2.3.3 Any public owned sector or Company may be eligible to qualify if in addition to meeting all the above requirements, it is not a dependant agency of another public entity.

2.4 **Qualification Criteria**

- 2.4.1 The attached questionnaire forms described are to be completed by respective suppliers/contractors who wish to be registered as suppliers.
- 2.4.2 The registration application forms if not filled out completely and submitted in the prescribed manners will not be considered. All the documents that form part of the proposal must be written in English.
- 2.4.3 **General experience:** The applicant shall meet the following minimum criteria:
- 2.4.4 **The audited accounts: The supplier's financial condition will be determined by the last two years** audited financial statement submitted with the application documents as well as letters of reference from previous performances. Potential suppliers/contractors will be prequalified on the satisfactory information given.
- Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Potential bidders shall provide evidence to execute the contract.
- 2.4.5 **Litigation history:** the applicant should provide accurate information about litigation or arbitration resulting from contracts completed or uncompleted under its execution.
- 2.4.6 **Past Performance:** will be given due to consideration in registration of suppliers. Letters of reference from past customers should be included.
- 2.4.7 **Statement:** application must include a sworn statement by the tenderer ensuring the accuracy of the information given.
- 2.4.8 **Business premises:** The firm must have a fixed Business premises and must be registered in Kenya with certificate of Registration, Incorporation/Memorandum and articles of Association. Copies must be attached.
- 2.4.9 The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance or exemption Certificate.
- 2.4.10 Youth, Women and people with disability registered with the Treasury under Access to Government Procurement Opportunities must submit a copy of the AGPO registration certificate for the respective category.

SECTION III: APPLICATION FORMS.

Form I LETTER OF REGISTRATION

REGISTRATION CATEGORY REF NO:

CATEGORY DESCRIPTION.....

To: **The Chief Principal /Secretary BOG**

The Kisiwa National Polytechnic

P.O Box 657- 50200 BUNGOMA

Dear Sir:

1. **Having examined the application documents including Addenda No/s.....** of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver goods, works or services to The Kisiwa National Polytechnic and as may otherwise be directed (**Category Number and name**)..... and in conformity with the said application documents all or part of the items/supply/services/works in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services in accordance with the delivery schedule of requirement or official order signed by authorized officer/s of the Institution.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with acceptance thereof shall constitute a binding agreement between us.
4. We understand
 - a. That this is not a tender or quotation but an application for consideration to be Registered as The Kisiwa National Polytechnic Supplier for the period between **1st July 2026** and **30th June 2028**
 - b. That you are not bound to accept this application or any other that you may receive.
5. We have attached to this application copies of original documents of:
 - a) Registration/ incorporation certificate
 - b) PIN Certificate
 - c) VAT Certificate
 - d) Valid tax compliance certificate
 - e) Audited account for the last two (2) financial years OR
 - f) Bank statement of the last six (6) months (special groups)
 - g) Proof of registration on the Electronic Government Procurement System-Portal (e-GP Portal).

We make this application with full understanding that:

- i. Bids by registered applications will be subject to verification of all information submitted.
- ii. The Kisiwa National Polytechnic reserves the right to accept or reject any application, cancel the registration process and reject all applications.
- iii. Request for quotations and bids will only be called from registered bidders who meet the requirements.

The undersigned declare that the statements made and information provided in the duly completed application are complete made, true and correct in every detail.

Sign and stamp

Witnessed by

Designation

Date

Form II – CONFIDENTIAL BUSINESS QUESTIONNAIRE

S/no	Name of The Firm:	
1.	Postal Address	
2.	Office Telephone No: Mobile No:	
3.	Email Address:	Website :
4.	Physical Address. Location Street/Plot Number and Building	
5.	Legal Status (Partnership/Sole/Company)	
6.	Company Registration No/Registration of Business/Legal Notice (Fill and attach Copy) Year of Registration/Incorporation:	
7.	VAT Registration No: (Fill and Attach Copy)	
8.	PIN Certificate No: (Fill and Attach Copy)	
9.	Current Tax Compliance Certificate/VAT Exemption Certificate (Attach Copy)	
10.	Current Trade License (Fill and attach Copy)	
11.	Nature of Business	
12.	AGPO Certificate No:	
13.	Your Credit Terms: (Credit Period)	
14.	Maximum Value of Business You Can Handle at a Time Kshs.	
15.	Registration on the Electronic Government Procurement System-Portal (e-GP Portal) Number:	

Company profile (attach copies)

A. Nature of the company (sole proprietorship, partnership or registered company)

Name of Directors/Partners/Owners

1. **Name****Nationality****ID/Passport No.**.....
2. **Name****Nationality****ID/Passport No.**.....
3. **Name****Nationality****ID/Passport No.**.....
4. **Name****Nationality****ID/Passport No.**.....

B. Contact persons:

1. NameNationalityID/Passport No.....

2. NameNationalityID/Passport No.....

3. NameNationalityID/Passport No.....

Form III

CAPABILITY AND COMPETENCE TO DELIVER GOODS, SERVICES AND SMALL WORKS

1. Products/services you want to be considered to supply.....

2. Number of staff

3. Are you a manufacture/wholesaler/retailer or distributor.....

4. What is your average response time to request for quotation/proposal?
.....

5. What is your average response time delivery of goods/service after issuance of a purchase order/s?
.....
.....

6. Have you at any time been requested for the supply of goods and services and failed to return the quotation without assigning reason for your action?
.....
.....

7. If you are a current or previous supplier of goods and services to The Kisiwa National Polytechnic, have you at one time been issued with a purchase order and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....
.....
.....

8. Indicate the maximum amount of business with (in financial terms) your company can handle at any time Kshs.....

Form IV – SUPERVISORY PERSONNEL

It shall include specific positions essential to contract implementation. The applicants shall provide the names of the personnel qualified to meet the specific requirement stated for each position.

Provide a list of your key personnel and particulars:

Name	Age	Gender	Position/Job Title	Academic Qualification	Professional Qualification

{Attach copies of certificate/CVs of key personnel in the organization}

Form V: EXPERIENCE

I. Number of years the company has been in operation.....

Referees:

Applicant’s three reputable clients in the last 3 years (filled, signed and rubber stamped by the clients)

- 1. **Name of company**.....
Postal address.....
Contact person.....
Signature
- 2. **Name of company**.....
Postal address.....
Contact person.....
Signature
- 3. **Name of company**.....
Postal address.....
Contact person.....
Signature

Applicants must attach proof of experience relevant to the category they choose to apply.

They may attach any of the following documents:

- i. Copies of LPOs
- ii. Letter of award
- iii. Completion certificates
- iv. Signed contract

Form VI – FINANCIAL CAPABILITY

Name of applicants.....

You are required to demonstrate that the company’s financial positions is healthy enough to enable you transact business with The Kisiwa National Polytechnic by showing it has the access to or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts or banks statements for the last six months)

- 1) **Attach a copy of firm’s two audited accounts/certified financial statements** giving summary of assets and current liabilities/ or any other financial support.
- 2) Credit period: please indicate the credit period you are willing to offer The Kisiwa National Polytechnic
- 3) Annual turnover: what is your annual turnover?
- 4) Banker Name of the bank

Address of the Banker.....

Telephone No.....

Contact Name and Title.....

Email Address.....

PROCLAMATION /SWORN STATEMENT/ DECLARATION (To Be Certified By Commissioner of Oaths)

I/We the undersigned, state that ALL the information we have given provided in this document is correct/ accurate to the best of our knowledge and that I/We give The Kisiwa National Polytechnic authority to seek any reference it may deem vital carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in ay procurement proceeding.

Name of applicant.....Designation.....Signature.....

Witnessed by.....Designation.....Signature.....

Official rubber stamp

State if you have any relationship with The Kisiwa National Polytechnic employee (which relationship)

.....
.....

Information submitted by.....

Title

Signature

Stamp

DETAILS OF LITIGATIONS OR ARBITRATION PROCEEDINGS IN WHICH THE TENDERER IS INVOLVED AS ONE OF THE PARTIES (certified by commissioner of oaths)

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

SECTION V – EVALUATION CRITERIA (PRELIMINARY STAGE)

Evaluation criteria for AGPO (Registered Special Groups for Women, Youth and people with disability)

S/No	MANDATORY REQUIREMENT
1.	Valid certificate of incorporation/Business Registration
2.	VAT/PIN Certificate for Organization
3.	Certificate of registration of Youth Women and people with disability owned business enterprises(AGPO Certificate)
4.	Current /Valid Tax Compliance Certificate
5.	Dully filled confidential business questionnaire with disclosure of directors/ partners/sole proprietors
6.	Registration on the Electronic Government Procurement System-Portal (e-GP Portal) Number:

All these documents must be submitted for the company or organization to be registered as a supplier.

Evaluation criteria for open groups

Mandatory requirements

S/No	MANDATORY REQUIREMENT
1.	Company Registration Certificate (Registration Certificate/ Certificate of Incorporation)
2.	VAT/PIN Certificate for Organization
3.	Valid trading License/Permit
4.	Current /Valid Tax Compliance Certificate
5.	Dully filled confidential business questionnaire with disclosure of directors/ partners/sole proprietors
6.	Registration on the Electronic Government Procurement System-Portal (e-GP Portal) Number:

The suppliers who do not satisfy any of the above requirements shall be considered Non-Responsive and their tenders will not be evaluated further.

Technical evaluation

S/No	REQUIREMENTS	POINTS
1	Copies of audited accounts for the last 2 years Copies attached..... 10 Copies not attached 0	10
2	Reference letters from 3 main Clients Attached 20 Copies not attached 0	20
3	Credit period to be extended to The Kisiwa National Polytechnic 30 Days..... 5 60 Days..... 10 90 Days..... 20	20
4	Proclamation /sworn statement. Fully filled, signed and rubber stamped... 10 Not filled... 0	10
5	Supply capacity: Maximum volume of business one can handle on one order 4 Million and above... 20 2-4 Million..... 15 1-2 Million..... 10 0.5-1Million..... 5 Less than 0.5 Million..... 1	20
6	Name, address and telephone of Tenders banks. Provide 10 Not provided..... 0	10
7	Attached documents arranged in the prescribed format Documents in prescribed format 10 Documents not in the prescribed format 0	10
	TOTAL POINTS	100

NOTE: Applicants must attain 70% points to qualify for any subsequent evaluation for special groups applicants must attain 30+ points to proceed to the next stage of evaluation.

The evaluation team may verify the information given by the tenderer and may visit the premises of the applicants for more proof as part of evaluation process.

OFFICIAL STAMP AND SIGNATURE OF THE TENDERER

PRESCRIBED FORMAT OF ATTACHED DOCUMENT

1. Proof of registration on the Electronic Government Procurement System-Portal (e-GP Portal).
2. Registration certificate of company or Company Certificate of incorporation
3. VAT/PIN Registration Certificate
4. Business Permit with relevant County Government
5. Tax compliance certificate
6. Confidential Business Questionnaire
7. Annual audited financial reports for the last three (3) years certified by the Commissioner of Oaths.
8. Reference letters from at least three (3) Clients
9. Financial capability form
10. Proclamation /Sworn Statement
11. Litigation History signed by the Commissioner of Oaths
12. Capability and Competence to Deliver Goods, Services and Small Works form
13. Evidence of financial resources (cash in hand, lines of credit, overdraft etc)
14. Name, Address and Telephone of Contractor's Banks

SPECIFICATION FOR REQUIRED SECURITY SERVICES

To ensure that all Institution property, staff, students and visitors are safe and secure. This includes property (hired or owed) persons in The Kisiwa National Polytechnic and Chwele Campus on transit and in any other place as may be stated.

Methods

-This shall be achieved through effective guarding and supervision

-Patrol vehicles are key for this assignment

EXPECTATIONS

The contractor shall be responsible for the provision of appropriate equipments in order to ensure Quality Security services. All guards must be fully equipped as follows:

- a) Peak caps/berets
- b) Whistles and lanlards
- c) Torches and batteries
- d) Serviceable military boots, bows and arrows (where applicable)
- e) Other security equipment like electronic metal detectors among other will be added advantage to the provider
- f) Rain Coats
- g) Sweaters
- h) Clean presentable uniforms (Shirts, ties and trousers for men and blouses, ties and Skirts or trousers for Ladies.
- i) Clubs
- j) Identification badges
- k) Communication equipment
- l) Umbrellas and other protective gear

REQUIREMENTS FOR GUARDS, SUPERVISORS AND PROJECT MANAGER

1. At least O level education
2. Well trained and intelligent
3. Disciplined
4. A project manager should have at least a diploma and above in any Security related course and with experience of at least two years

NOTE

Well motivated to avoid high turnover.

1. The contractor shall avail guard’s salary structure as proof that personnel are well paid and properly taken care.
2. The contractor shall ensure that all the regulations of The Kisiwa National Polytechnic affecting the security and safety of property in guarded premises are strictly adhered to.
3. The contractor, through his operations of the site manager or supervisor, shall present daily reports to the employer on work programs and personnel assignment clearly indicating the area of operation. These reports shall be based on site Inspection.

All prices should be inclusive of VAT and all government taxes

The tender is for two financial years namely 2026-2028, with a yearly renewable award subject to performance.

SNO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	DISCOUNT	TOTAL MONTHLY COST	TOTAL ANNUAL COST
01.	Day guard		Guard per month				
02.	Night guard		Guard per month				
03	Dog(s)		Dog per month				
04	Dog Handler(s)		Handl er per month				
05	Day time supervisor(s)		Superv isor per month				
06	Night supervisor(s)		Superv isor per month				

EVALUATION CRITERIA

Part I

Mandatory requirements

1. Availability of physical office (evaluation team may visit to Confirm)
2. Valid Certificate of GOOD Conduct from CID for management and supervisory staff

Part II

Technical evaluation

The evaluation team will consider the following

1. Certified copies of audited accounts for the last 3 years
2. Evidence of profit making in the last 2 years
3. Copies of SHA compliance Certificate
4. Copies of NSSF compliance certificate
5. Registration with Private Security Regulatory Authority.
6. Ownership of Motor vehicle (at least 2 vehicles) attach logbooks.
7. Provide CVS of at least 2 personnel in the Organization (Director and Supervisors).
8. Reference from two main clients (evidence by letters).
9. Litigation history signed by the Commissioner of Oaths.
10. Credit period.
11. Equipments.
12. Detailed project plan on SCOPE OF WORK.
13. VAT/PIN Registration Certificate.
14. Business Permit.
15. Tax compliance certificate.
16. Proof of registration on the Electronic Government Procurement System-Portal (e-GP Portal).

Part III

Financial Evaluation

This will include

1. Checking validity of Tender prices
2. Accuracy in arithmetic
3. Capability
4. Financial access (attaching bank statements or Letter of Credit from the bank)

SPECIFICATION FOR THE PROVISION OF INSURANCE

To ensure that all college motor vehicles, staff and students are insured as and when need arises. This includes Buses, Vans, Trucks, Saloons, motorbikes and all other motor vehicles as may be acquired and owned by The Kisiwa National Polytechnic. The number of students and staff shall be as stated from time to time.

Methods

This shall be achieved through:-

1. Provision of Annual Insurance covers for all Institute motor vehicles
2. Provision of Short Term Insurance covers for students on attachment and staff on training as and when need will arise.

EXPECTATIONS

The Insurer shall be responsible for the timely provision of all insurance covers as and when need arises.

Mandatory Requirements for Provision of Insurance.

In addition to the requirements provided inter earlier at the preliminary evaluation, the tenderers for provision of insurance shall provide:

STAGE ONE (1) - PRELIMINARY EVALUATION CRITERIA

Tenderers are required to meet the following MANDATORY REQUIREMENTS which will be used during Preliminary Examination to determine responsiveness. The tenderer shall either be responsive or non-responsive. Those that are responsive shall proceed to the next Technical Evaluation Stage.

No.	Requirements	Yes/No
1	Registration Certificate/Letter of Incorporation (Underwriter and Broker)	
2.	Must submit a valid Tax Compliance Certificate	
3	The tenderer must submit an original tender Security of KES 20,000 from a bank licensed by CBK or an insurance company approved by the Public Procurement Regulatory Authority (PPRA). (Broker).	

4	Tenderers must submit signed Form of Tender document original and copy which must be tape bounded, serialized all pages continuously from the first page to the last including annexes (i.e 2,3,3....n)	
5	Must submit a duly filled up Confidential Business Questionnaire	
6	Underwriting registration certificate by IRA	
7	The underwriter must submit a membership certificate for the current year from the Association of Kenya Insurers (AKI).	
8	Recommendation letter from at least 2 Clients	
9	List of Hospitals (in Nairobi and the Counties)	
10	Relevant experience in provision of motor vehicle and medical insurance services at least 10 years	
11	Dully filled and stamped self-declaration form the firm/consultants are not debarred from participating in Public Procurement.	
12	Dully filled and stamped self-declaration that the firm/consultants have never and will not engage in any corrupt practice	
13	Company Profile to include management team, Board of directors.	
14	Proof of creditworthiness from your firm's Bankers.	
15	Evidence of "Re-Insurance" arrangements of medical insurance business	
16	Provide information regarding litigation in which the insurance Company is in, the parties Concerned and the disputed amount. If not in litigation, a signed and stamped statement from the insurer.	
17	Must demonstrate presence and wide coverage across the country	
18	Proof of registration on the Electronic Government Procurement System-Portal (e-GP Portal).	
	RESPONSIVE/NON RESPONSIVE	

Firms that do not meet any of the above Mandatory requirements shall be declared non-responsive at the preliminary evaluation stage and therefore not subject to further evaluation.

TECHNICAL EVALUATION FOR THE PROVISION OF INSURANCE

Item No.	Criteria	Evaluation Criteria	Maximum Score	
F1	Firm's past experience	i). Submit evidence of any five (5) current assignments of providing required insurance cover services to similar organizations whose Motor vehicle and medical insurance business premiums are Kes 10 million and above for each client. (2Mks per client, maximum 10 Marks)	10	
		ii). Submit proof of current running insurance contracts with any Five Public entities having a minimum of Kes. 10 million and above for Motor vehicle Insurance (1Mk per client, maximum 5 Marks)	5	
		iii). As proof of each of the above 5 (five) assignments done for the organizations and Public entities, provide corresponding: a). Copies of award letters. (1Mk per client, Maximum 5 Marks)	5	
		a). Copies of award letters. (1Mk per client, Maximum 5 Marks)		
		b). Copies of contracts. (1Mk per client, Maximum 5Marks)	5	
c). Copies of recommendation letters 1Mk per client, Maximum 5 Marks) (Broker and Recommended Underwriter)	5			
SUB TOTAL			30	
F2	Professional qualifications and experience of staff to deal with Motor vehicle and medical Insurance portfolio (Minimum 3 Staff).	Submit copies of CV and Certificates of each member listed as proof of qualifications. a). Name of the Team leader (Principal Officer) with a relevant Degree and attach the following:		
		i). Copy of the appointment letter from IRA, (2.5 marks)		2.5
		ii). Degree Certificate and Professional qualification (ACII/CII/AIK/IJK) with 15 years' Insurance experience (2.5 marks)		2.5
		iii). Valid Certificate of Good Conduct (2.5 marks)		2.5
		iv). Valid AIJK Membership (Insurance Institute of Kenya) (2.5 marks)		2.5
b). Two Management Staff with; i) Relevant Degree (4 marks)	4			

		ii). Professional Qualifications (ACII/CII/AIK/IIK/ equivalent) with over Ten Years Insurance experience (4 marks)	4
		iii). Valid Certificate of Good Conduct (2marks)	2
		iv). Valid AIIK Membership (Insurance Institute of Kenya (Max 6 marks)	6
		c). At least Two (2) team members (Technical members) with; i). Relevant Degree (2marks)	2
		ii). Professional Qualifications (ACII/CII/AIK/IIK/ equivalent) with over five (5) Years Insurance experience (2 marks) (Broker and Recommended Underwriter)	2
		iii). Valid AIIK Membership (Insurance Institute of Kenya (Max 5 marks)	5
Sub Total			35
F3	Settlement of claims	Submit the following: i) Current recommendation letters (2024) from at least five (5) reputable clients with ongoing service (10 marks) 10	10
		ii). Contracts (Must attach copies of the contracts), (10 marks) 10 (Broker and Recommended Underwriter)	10
Sub Total			20
F4	Audited Accounts	Submit Certified Audited Financial Statements for the last three (3) years. The Financial Statements must be duly signed and stamped (Max 15 marks) (Broker and Recommended Underwriter)	15
Sub Total			15
Grand Total			100

Only bidders that will have attained technical evaluation overall pass of 70% for technical capability shall proceed to Financial Evaluation.

FINANCIAL AND PRICE EVALUATION:

The bidder that will have attained technical evaluation overall pass for technical capability and whose financial proposal is the lowest shall be awarded the tender to provide the insurance covers for a period of one year.

S/NO	VEHICLE	APPROXIMATE ANNUAL PREMIUM
1.	ISUZU MUX (7SEATER) - KCT272Y	
2.	NISSAN HARD BODY(5SEATER) - KBL431G	
3.	ISUZU NPR TRUCK- KCP697K	
4.	SUZUKI SWIFT (4 SEATER) - KCT238Y	
5.	ISUZU FRR BUS (51 SEATER) - KBQ616D	
6.	ISUZU FRR BUS (45 SEATER) - KCT631Y	
7.	MOTORBIKE(YAMAHA CRUX - KCK 381U)	
8.	MOTORBIKE(YAMAHA CRUX - KCK 381U)	
9.	TOYOTA HIACE (14 SEATER)- KDR 866P	

N/B: A visit to value the vehicles can be done during official working hours and upon advance booking through the official Institution contacts here in provided.

S/NO	PERSONS	APPROXIMATE PREMIUM FOR THREE MONTHS PER PERSON
1.	TRAINEE/STUDENT	

NOTE

Due diligence shall be conducted the evaluated bidders to confirm authenticity of the information provided before award. Any form of misrepresentation detected may lead to disqualification.

REQUIREMENTS AND THE EVALUTION CRITERIA FOR THE:

PROVISION OF CATERING AND HOSPITALITY SERVICES; EVENT MANAGEMENT SERVICES AND DAY CONFERENCE FACILITY ON-AS AND WHEN REQUIRED BASIS.

PRELIMINARY EVALUTION

S/ No.	Mandatory Requirements	Score: Yes/No.
1	Copy of certificate of incorporation /Registration certificate.	
2	Copy of PIN Certificate.	
3	Copy of Valid Tax Compliance certificate from Kenya Revenue Authority.	
4	Form of Tender duly completed, signed and stamped by the Tenderer in the format provided.	
5	Price Schedule duly completed, signed and stamped by the Tenderer in the format provided	
6	Valid Single Business permit from a County Government. (Attach License/payment receipt).	
7	Dully completed Confidential Business Questionnaire (MUST be duly filled, signed and stamped in the format prescribed).	
8	Provide copies of audited financial statements for the last three (3) years and duly signed by accredited Auditors.	
9	Must have NSSF and NHIF Compliance Certificate or evidence of payment receipts for May, 2024.	
10	Must possess Workman’s Compensation Compliant (WIBA) – Provide a copy of Policy Document	
11	Attach copies of Identification documents (IDs or valid Passports) of the Owners/ Directors of the firms and certified copy of the latest (not more than one year) CR 12 issued by the Registrar of Companies. In case of Partnerships attach partnership deed.	
12	Properly bound document/ well-presented document. All pages of the tender document should be serialized or serially numbered in the format required.	
13	Self- declaration that the tenderer will not engage in any Fraud & Corruption signed by the Chief Executive Officer/ Principal officer.	
14	Original and copy of the tender document shall be placed in a sealed envelope clearly marked “Original” and “Copy” and addressed as stated in the invitation to tender.	
15	Provide names of similar organizations that you have rendered similar services to demonstrate your experience in providing catering service. Attach the names, addresses and contact details. Contact details to include e-mail and cell phone number.	
16	Provide details of premises and branches you operate. Proof of title/Certificate of Lease or lease agreement or copy of utility bill (Electricity/water/telephone).	

17	Provide Public Health Certificates for staff and employees issued by a County Government.	
18	Tenderers are required to complete all the applicable standard forms in the tender document at the submission stage.	

TECHNICAL MANDATORY REQUIREMENTS

DAY CONFERENCE FACILITY

NO	PARTICULARS	Remarks	
		Inclusive	Not Inclusive
1.	FULL DAY CONFERENCE PACKAGE		
	Inclusive of 10 O'clock and 4 O'clock beverage, both accompanied by snacks (Including Proteins) & Fruits		
	Buffet Lunch served with soft drink/juice/water (No disposable plastic)		
	Two bottles of 500ML Mineral water in the morning and afternoon (In an Eco-friendly packaging)		
	Indicate discounts on drivers' personnel package if any		
	Mint Sweets & Additional sweets in the morning & afternoon		
	Flip Charts and Marker Pens		
	Projector		
	Note Pad and Biro daily		
	Confirm Ample Conference Space with physical distance between participants		
	Indicate bandwidth of Internet WIFI		
	Confirm disability friendliness of the facility (Availability of lifts and/or ramps, wheelchair, etc)		

HALF DAY CONFERENCE PACKAGE

NO	PARTICULARS	Remarks	
		Inclusive	Not Inclusive
2.	HALF DAY CONFERENCE PACKAGE		
	Inclusive of 10 O'clock beverage, accompanied by snacks (Including Proteins) & Fruits		
	Buffet Lunch served with soft drink/juice/water (No disposable plastic)		
	1 bottle of 500ML Mineral water in the morning (In an Eco-friendly packaging)		
	Mint Sweets & Additional sweets in the morning & afternoon		
	Flip Charts and Marker Pens		
	Projector		
	Note Pad and Biro daily		
	Confirm Ample Conference Space with physical distance between participants		
	Indicate bandwidth of Internet WIFI		

AFTERNOON CONFERENCE PACKAGE

NO	PARTICULARS	Remarks	
		Inclusive	Not Inclusive
3.	AFTERNOON CONFERENCE PACKAGE		
	Inclusive of 4 O'clock beverage, accompanied by snacks (Including Proteins) & Fruits		
	1 bottle of 500ML Mineral water in the Afternoon (In an Eco-friendly packaging)		
	Mint Sweets		
	Flip Charts and Marker Pens		
	Projector		
	Note Pad and Biro daily		
	Confirm Ample Conference Space with physical distance between participants		
	Indicate bandwidth of Internet WIFI		

Breakfast Meeting

NO	PARTICULARS	Remarks	
		Inclusive	Not Inclusive
4.	Breakfast Meeting		
	Conference package and breakfast		

NO	PARTICULARS	Remarks	
		Inclusive	Not Inclusive
5.	Gala Dinner		
	Standard average menu inclusive of beverages		

SUB CRITERIA

S/NO	PARTICULARS	Comment
i	Confirm number of halls for Conference Capacities in compliance with COVID-19 Social Distance	
	10 -20 pax	
	20-50 Pax	
	50- 100 Pax	
	100-150 Pax	
	150- 300 Pax	
	300 Pax and above	
ii	Indicate bandwidth of Internet WIFI	
iii	Projector inclusive in the package	
iv	Provision of Sanitizer points	
v	Indicate classification of Hotel (Tick as appropriate)	
	5 Star	
	4 Star	
	3 Star	
	Other Category	
vi	Indicate number of Parking Space	

NO	PARTICULARS	Unit Cost (Ksh)
1	Full Day Conference Package	
2	Half Day Conference Package	
3	Cocktail	
4	Afternoon Conference Package	
5	Full board Accommodation	
6	Half Board Accommodation	
7	Bed & Breakfast Accommodation	
8	Gala Dinner	
9	Breakfast Meeting	
10	Break away room rate	

(Service provider to attach detailed brochures in line with the offered package(s))

Signature of tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Financial Evaluation

1. The financial evaluation shall be undertaken for bidders meeting the preliminary and technical requirements.
2. Prices must be inclusive of all applicable taxes.
3. Bidders meeting the tender conditions with the least evaluated cost shall be contracted for provision of full Board Accommodation and day conference services on “As and When Required”- AWR basis subject to availability of required space on specific dates.
4. Bidder shall provide copies of audited financial statements for the last three (3) years and duly signed by accredited Auditors. The bid with the lowest evaluated price shall be awarded the contract to provide catering services for a period of one year.

NOTES:

Minimum Score	Bidders must get at least 70% of the technical score to proceed for financial evaluation.
Due diligence:	The Institute shall carry out due diligence verify the qualifications of the tenderer including by contacting previous and current clients served as well as conducting site visits in areas of their operations.
Contract Management	The contract will remain firm for a period of one year. In the event of the need for variations within the contract period it will be based on the prevailing circumstances, sector-based best practices, and guidance by regulatory bodies, prevailing consumer price indices obtained from Kenya National Bureau of Statistics or the monthly inflation rate issued by the Central Bank of Kenya.